

FORWARD

This handbook is prepared to assist students in adjusting to middle school life. The Faculty, the Administration and the Board of Education believe that an understanding by each student of the school rules and regulations is necessary in order to create a positive learning atmosphere.

We suggest that each student discuss the rules and regulations in this handbook with his or her parents or guardian. This will avoid confusion and misunderstanding.

The acknowledgment by a parent or guardian that a copy of the handbook has been provided is a requirement for enrollment of their child in the Elsberry Middle School. Your child must return the form provided below to the school in order to complete enrollment.

We are looking forward to a productive school year. Please feel free to call or visit the school at any time if you wish to discuss or observe your child's activities.

Sincerely,

Kenny Youmans  
Principal

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I have received a copy of the 2004-2005 Student Handbook, and I understand the rules and regulations apply to all students of the Elsberry Middle School. Student's grade card will be held until this form is signed and returned. Your cooperation is greatly appreciated.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

## ELSBERRY R-II SCHOOL DISTRICT PHILOSOPHY

It is the belief of the Elsberry school system that our nation's democratic traditions grant all individuals equal rights, like opportunities, and impartial justice. These traditions are best preserved and extended by the education provided for our children through the combined efforts of the teachers, students, parents, and community. We believe in an educational program flavored by community culture, yet greatly influenced by the light of modern intellectual, physical, aesthetic, technological, and spiritual endeavors.

We believe that our school exists for the benefit of each of its students regardless of his or her learning capacity or cultural background. It shall be the task of the school district to provide interesting, challenging, and rewarding programs.

We desire that our students develop an inquiring mind and love of learning as a life long pursuit. In a changing world, it is our belief that education must develop individuals who are flexible and adaptive to change, and ones who will be able to learn continuously because they have been taught how to learn. Only such people constructively meet the perplexities of a world where problems develop much faster than answers.

We dedicate ourselves to providing a learning environment that will accept individual differences, be free from fear, foster self discipline, encourage school completion, stress respect for others, and guide in developing emotional well-being with strong personal values and moral standards.

To this end, and in partnership with the home and community, we pledge ourselves to the attainment of these goals.

### MISSION STATEMENT

Our mission is to educate all students in an integrated setting where they can become responsible, literate, thinking and contributing members of a changing society.

We are committed to provide an educational program and environment that will meet the individual's academic, social, and emotional needs. All students are encouraged to reach their potential.

### GOALS

#### **The goals of the Elsberry R-II Public School District are:**

1. To guarantee all students an environment conducive to learning the academic, social, and cultural skills and knowledge necessary for each individual to achieve his/her fullest desired potential in a changing society.
2. To facilitate opportunities for all individuals to improve themselves intellectually, culturally, socially, and economically.
3. To prepare students to be proud, productive citizens of the 21st Century.

### **BELIEFS**

We believe that:

All people have equal, inherent worth.

All people have the right to be treated with dignity and respect.

Each person is responsible for himself/herself and how his/her actions affect others.

High self-esteem promotes personal achievement.

Support of the family is beneficial for the optimal development of the individual.

All individuals deserve the opportunity to pursue their positive aspirations and be successful.

All people can learn.

Desire for knowledge directly affects the quality of life.

Optimal achievement requires risk-taking and effort.

Satisfaction in personal accomplishment is related to the investments made.

There is dignity and value in learning and work.

Honesty is an essential factor in all-human relationships.

Competition is inevitable, but cooperation produces greater results.

Learning is not preparation for life, but a vital and continual part of life.

ELSBERRY R-II SCHOOL DISTRICT  
2004-2005 SCHOOL YEAR CALENDAR

August 18	Teacher Workshop Day
August 19	Teacher Workshop Day
August 24	1st Day of School - Dismiss at 11:30
September 6	Labor Day Holiday - No School
September 24	Fall Festival Preparation - Dismiss at 1:00 p.m.
October 22	End of 1st Quarter
October 27	Parent Teacher Conference 3:30 p.m. - 7:30 p.m.
October 28	Parent Teacher Conference 3:30 p.m. - 7:30 p.m.
October 29	No School
November 24	Thanksgiving Break - Dismiss at 11:30 p.m.
December 21	Christmas Break - Dismiss at 11:30 p.m.
December 21 - January 2	Christmas Break - No School
January 3	Classes resume - 1st day of Second Semester
January 17	Martin Luther King Day - No School
February 21	President's Day - No School
March 8	End of 3rd Quarter
March 24 - March 29	Easter Vacation - No School
March 30	Classes resume
April 22 - April 25	Spring Break
April 26	Classes resume
May 24	Last Day of School - dismiss at 11:30 a.m.
May 25	Teacher Workshop Day

8th Grade Graduation Day  
May 24, 2005 - 7:00 p.m.

Early Dismissal Days

August 24, 2004 - 1st day of school @ 11:30 a.m.  
September 24, 2004 - Fall Festival Preparation @ 1:00 p.m.  
November 24, 2004 - Thanksgiving Break @ 11:30 a.m.  
December 21, 2004 - Christmas Break @ 11:30 a.m.  
May 24, 2005 - Last Day of School @ 11:30 a.m.

PDC Early Out Days - 1:00 p.m. dismissal	Inclement Weather Make Up Days
Wednesday, October 6	February 21, 2005
Wednesday, December 8	May 25, 2005
Wednesday, February 2	May 26, 2005
Wednesday, April 6	May 27, 2005
	March 21, 2005
	March 22, 2005
	April 23, 2005

## EQUAL EDUCATION OPPORTUNITY

It is the policy of the Board of Education to provide free and appropriate education for handicapped students. Handicapped students are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Handicapped students will be identified on the basis of physical, health, sensory, and/or emotional handicaps, behavioral problems or observable exceptionalities in mental ability. It is possible that a student may have more than one type of handicap.

The District's programs and services available to meet the needs of these students will be in accordance with P.L. 94-142. The Education of All Handicapped Students Act of 1975, P.L. 93-112. The Rehabilitation Act of 1973, Section 504, and SS 162.670-.995 RSMo., Missouri Special Education Services. In addition, the identification of handicapped students and the services provided by the district will be in accordance with the regulations and guidelines of the Missouri Department of Elementary and Secondary Education's Current Plan for Part B of the Education of the Handicapped Act, as amended by P.L. 94-142.

## NON-DISCRIMINATION

No person shall be excluded from participation in, denied the benefit of, or subjected to discrimination under the educational programs or activities of the educational programs or activities of the Elsberry Middle School on the basis of race, religion, sex, national origin, or handicap. This concern should be directed towards the Title IX compliance coordinator.

## SEXUAL HARASSMENT OR INDECENT CONDUCT

Sexual harassment constitutes unlawful sexual discrimination. It is the policy of Elsberry Middle School to maintain a learning and working environment that is free from sexual harassment. Examples of harassment may include, but are not limited to the following:

1. Unwanted sexual behavior, such as touching, oral comments, sexual name calling, spreading sexual rumors, jokes, pictures, leers, overly personal conversation, cornering or blocking a student's movement, pulling clothes, students "making out " on school premises;
2. Unwanted sexual remarks by a teacher or students who regard the comments as joking and part of the usual class environment.
3. Interfering with a student's achievement in a predominantly or historically single-gender class by hiding tool or equipment, questioning the student's ability to handle the work, or suggesting that the student is abnormal for enrolling in the class.
4. Purposely limiting or denying student's access to educational resources because of their gender.

If a student believes he or she is being sexually harassed, the student should bring the concern to the attention of the building principal or the Title IX compliance coordinator. If neither the student's building principal nor the Title IX compliance coordinator is of the same sex as the student, or the student for any reason would prefer to report the student's concern to another administrator within the school district, the student may do so. However, it is essential that the report be made to someone with the authority and obligation to act upon the concern.

Consequences: Consequences will be determined on a case by case basis. It is the policy of Elsberry MS that sexual harassment and indecent conduct will not be tolerated and will be dealt with severely.

Many problems can be solved by a meeting with the parties and principal or coordinator. If the individual's teacher/supervisor is the person alleged to have engaged in sexual harassment then the alleged victim should file a signed written grievance stating: 1) the nature of the grievance; 2) the remedy requested; and 3) the date the grievance was submitted. A copy of the Title IX/section 504 Grievance Form is included in the back of the handbook.

#### ATTENDANCE

All students are expected to attend school regularly in order to gain maximum benefit from the instructional program. There is a direct relationship between poor attendance and class failure. Students who have a good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school. It is the responsibility of every student to be in school on every possible day. The parent must share in this responsibility.

A student will not be readmitted to class until he has obtained an admit slip from the principal's office. If the parent makes a telephone call or personally contacts the principal's office promptly, an absence will be considered excused if the reason for the absence is valid.

If the absence is excused, students will have two days for making up assignments for each day absent unless the absences are over an extended number of days, ( 2 or more) then each teacher may extend the deadline for makeup work to be completed. If a long-term project is due at the time of an absence and the student has been informed prior to the absence, the project is due the day he/she returns to school.

It is the student's responsibility to check with teachers in regard to makeup work. Students are encouraged to obtain assignments from teachers or other students anytime school is missed. It is the student's responsibility to have arrangements made for someone to pick up their assignments in the office. Parents are welcome to get assignments directly from teachers anytime the student is absent as long as it does not disrupt class time.

When a student knows he/she is going to be absent, the office and teachers must be contacted prior to the absence. Failure to make prior arrangements will result in unexcused absences. Dental and doctor appointments should be arranged as much as possible after school hours or on Saturday. Students missing school for these types of appointments must attend school the portion of the day in which the appointment allows (a.m. or p.m.)

Any student who is absent from school without parental knowledge will be considered truant and dealt with according to the discipline policy. Truancy is defined as the repeated failure of a child, who is required by the state's compulsory education law, to attend school and whose absence is not justified. Any student missing 8 days of school (excused or unexcused) in a semester must present a doctor's note or verification of allowable reason to have additional absences excused.

If a student misses school on the day of a school activity, they shall not be eligible to attend or participate in school activities during that day. Students who are absent from school on Friday may not participate in school activities until the next day of attendance. Permission may be given by the principal to participate in school activities if the activities fall during a vacation and the absence was for an excusable reason as defined by the student handbook. Permission may be granted by the principal to take part in a school activity that day if the student has made arrangements with the office to be gone for an excusable reason and they are in attendance at least one half of the day.

## EXCUSED ABSENCES:

1. Personal illness, illness or death in the family, or family emergencies as determined by the principal.
2. Parents requesting in advance through the middle school office for other reasons may be excused if the student will be with the parent, unless the student has already had excessive days. Any time, beyond their eight days will be unexcused.
3. Doctors appointments for the portion of the day that is reasonable for such.

## UNEXCUSED ABSENCES:

1. No parental contact.
2. Leaving school without administrative permission.
3. Other absences for which insufficient reason is presented.
4. Personal days - Personal business is to be planned after school and on weekends.
5. Days absent in which no prior arrangements have been made by the student and parents through the middle school office.

## EDUCATIONAL NEGLECT &amp; TRUANCY POLICY

In order to ensure proper and regular attendance by the students of Elsberry R-II school district and of the 45th Judicial Circuit, the school district has entered into agreement with the Juvenile Office and the 45th Circuit Juvenile Court regarding truancy and educational neglect:

1. Parents have a duty to ensure regular attendance by their child (ren) when enrolled in  
School.
2. When a child and/or person legally responsible for that child violates the school's Attendance policy, the school district possesses a duty to address the violation.
3. All absences will be documented including a record of attendance and whether an absence is excused or unexcused and the reason(s) thereof. The school district and in particular, the records custodian must be prepared to appear in court when summoned to testify regarding the child's absences.
4. On a student's ninth (9) absence for the semester, a referral to the Juvenile Office shall be made. This referral will reflect the child's absences and the measures thus far taken by the school district, verification of attendance letters, and a copy of the student handbook signature page which contains the policy regarding truancy and/or educational neglect. Students may be referred to the Juvenile Court for having three (3) unexcused absences in a semester also.
5. Upon receipt of a referral from the school district to the Juvenile Office, the Juvenile Office will file an appropriate petition alleging truancy and/or educational neglect. The child and the parent(s) or guardian(s) shall be summoned to Juvenile Court. If the Juvenile Court assumes jurisdiction in an educational neglect case, either by stipulation or after hearing, the Juvenile Court shall order the parent(s) or guardian(s) to personally deliver the child to the school principal or his/her designee each school morning and to retrieve their child at the conclusion of the school day in like manner for three (3) to five (5) consecutive days. The Juvenile Court shall retain jurisdiction for the balance of the school year in order to monitor progress. When a parent, guardian, or custodian is ordered to transport the child, such person(s) must personally notify a school representative to verify personal compliance with the court's order.
6. Upon the receipt of a second referral of educational neglect involving the same parent (s) or guardian(s) by the Juvenile Office, a supplemental petition alleging educational neglect shall be filed. The child and the parent(s) or guardian(s) shall again be summoned to Juvenile Court. If the Juvenile Court assume jurisdiction either by stipulation or after hearing, the Juvenile Court shall order the parent(s) or guardian(s) to personally

deliver and attend school with their child for three(s) to five (5) consecutive days. The Juvenile Court shall retain jurisdiction for the balance of the school year in order to monitor progress. A second referral can occur any time that the child is subject to the compulsory education law. A second referral is not limited to the academic school year. When a parent, guardian, or custodian is ordered to attend school with the child, he/she will attend all classes and activities scheduled for the day, whatever or wherever they may be.

7. When the Juvenile Court orders a parent, guardian, or custodian to transport and/or attend class, the court shall inform such person(s) that full cooperation with school officials is required and that any disruption or noncompliance shall be reported to the Juvenile court. If a parent, guardian, or custodian fails to comply with a court order, a show cause hearing shall then be held to determine if that person(s) should be held in contempt. If there is a finding of contempt, that person(s) may be subject to confinement within the county jail facility by the Juvenile Court for a period of time set by the court.

8. Nothing in this agreement precludes a hotline call to the local office of the Division of Family Services seeking intervention and/or the informal intervention of the Juvenile Office.

#### SCHOOL NURSE

Elsberry R-II employs the services of a school nurse. Students who become ill must be sent to the principal's office to get a permit to go to the nurse's office. Students must get a pass from the office to go to the nurse's office during class time, except in an emergency. The nurse should be consulted immediately in case of an accident.

#### MEDICATION

Medication given at school should be accompanied with the following information: Date, Student's Name, Medicine name and Dosage, and Time Medicine is to be given. Also, a signed note from the parent/guardian is required. In order to conform to new state guidelines, the school will require a physician's written state guidelines, the school will require a physician's written order to dispense Tylenol, cough/cold medicine, etc. Please send the medicine in properly labeled medicine bottles. Safety for your child can't be assured when medicine arrives at school in an envelope or a sandwich bag. NO MEDICINE WILL BE GIVEN WITHOUT PERMISSION FROM THE PARENT OR GUARDIAN. The school does not stock over the counter medications. Students are not to take medications without going through the nurse's office first.

#### DRESS CODE

The atmosphere in which learning takes place exerts a tremendous influence on the participants. It is our belief that cleanliness and neatness in dress enhance the school environment. Each student through his own personal cleanliness and neatness in dress will contribute to a pleasant school environment and a pleasant learning situation. The following guidelines are to be followed:

1. Attire, including jewelry is not to attract any undue attention.
2. All clothing should meet standards of modesty and good taste. Halters and bare midriffs are not considered appropriate. Pants and slacks are not to have holes in them. Trousers, pants, jeans, and shorts must be pulled to an appropriate level, zipped and fastened. Low slung pants and excessively oversized clothing will not be permitted as they may interfere with student education or be a safety concern. Shirts, pins, buttons or jewelry with suggestive, abusive, racial, vulgar, drug, alcohol, or tobacco related writing or pictures are not to be worn.

6

3. Caps, hats or bandannas are not to be worn in the school building at anytime during the day or at school functions in the building.
4. Students skirts, shorts, and dresses should be finger length.
5. Students are not permitted to wear gang related apparel or insignia at school or school functions.
6. Students are not to wear chains that may be used as a weapon.
7. Sleeveless undershirts are not appropriate unless worn with another shirt.
8. Tube tops, halters, spaghetti straps, and midriffs will not be permitted. Shirts and blouses must reach below the top of the students' shorts or slacks. Tops must have straps on both shoulders.
9. Biker tights may be worn only if shorts are worn over them.
10. Sleeveless undershirts are not appropriate unless worn with another shirt covering.

Students who fail to follow the above standards will be sent home with time away from school being unexcused. Repeat violations will result in further disciplinary measures.

#### Hair Appearance:

1. Hair, regardless of style, must be kept clean and neat and not interfere with the student's work or bring undue attention to themselves.
2. Students in the Industrial Arts and Agriculture shops, for safety reasons, will be required to keep hair cut or wear something to keep hair out of machines.

#### STUDENTS WITH DISABILITIES

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial school, beginning on the child's third birthday through age twenty, regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services are provided for students learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other impaired, multiple disabilities, deaf/blind, autism, early childhood special education and traumatic brain injury.

The public school assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program.

All Public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Education Rights and Privacy Act (FERPA). You may contact your local district if you wish to review the requirements provided by FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days schools is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative which describes the district's plan for compliance with the requirements for identifying and

servicing all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

7

Public schools in the state of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty who reside in the district or whose parent/legal guardian reside in the district. This census is compiled as of May 1 of each year. Information to be collected includes: name/street address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

This notice can be provided in languages such as Chinese, Spanish, Arabic and Vietnamese or any other language as may be necessary.

#### GENERAL CONDUCT

The faculty is proud of the way our students conduct themselves at school. One of the school's aims is to help students become responsible, concerned citizens. It is imperative then, that students learn to respect the rights of others while setting a high standard of conduct for themselves.

Because safety for all students is a prime concern, horseplay or misconduct which endangers the well being of others will not be tolerated. Any behavior that disrupts the ability of the teachers to instruct and other students to learn will also be dealt with according to school policy. Students are expected to exhibit honesty and courtesy in dealing with teachers and fellow students.

Students enrolled in this school should take pride in high standards of conduct. Every student must feel obligated to maintain these standards. Every student should feel relaxed and comfortable while in the buildings, but should refrain from loud and boisterous conduct. All students are expected to arrive promptly. Good personal habits of speech and common courtesies will be stressed and emphasized on all occasions.

#### STUDENTS RIGHTS AND RESPONSIBILITY

The board of education believes that students have rights which should be recognized and respected. It also believes that every right carries with it certain responsibilities. Among these student rights and responsibilities are the following.

The right to attend free public school; the responsibility to attend school regularly and to observe school policies, rules, and regulations deemed essential for permitting others to learn at school. The right to a quality education; the responsibility to put forth the best efforts during the educational process. Civil rights-including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others. The right to free inquiry and expression; the responsibility to observe reasonable rules and regulations regarding these rights. The right to due process of law with respect to suspension, expulsion, and decisions which the student believes injure his rights. The right to privacy, which includes privacy in respect to the student's school records.

It is the Board's belief that, as part of the educational process, students should be made aware of their legal rights and the legal authority of the Board to make and delegate authority to its staff and to make rules and regulations regarding the orderly operation of the district schools. If the policy guidelines adopted by the Board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply policy in a given situation. Students must obey any such interpretation subject to an appeal.

8

Schools must be a place where students are encouraged to learn. Standards of conduct are established by the Elsberry R-II Board of Education to create an environment in which each student's right to learn is protected. Students and their parents/guardians will be notified of their rights and responsibilities, including standards of conduct, through handbooks distributed annually. When the rights and responsibilities of individuals are clearly understood, the elements of respect and cooperation will result in the harmonious and constructive education of the students. This statement is in accordance with P.L. 90-247, title IV, Primary Rights of Parents and Students.

When a student's conduct becomes disruptive to the point that it is infringing on the educational rights of other students, other means of providing that student with an appropriate education will be sought. This placement may include instruction after normal school hours or home bound instruction as well as other types of appropriate placements.

#### STUDENT DUE PROCESS

(Legal Authority of School District to Suspend or Expel)

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules and regulations is essential for permitting others to learn at school. Therefore, the administrative prerogative to remove a student from his/her present school setting because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students or the property of the school shall be permitted, provided such action is taken in accordance with due process and with regard for the welfare of both the individual and the school. School attendance may be temporarily denied to individuals by the administrative act of summary suspension but expulsion can be implemented only through specific action by the Board of Education.

No student shall be suspended unless the following hearing procedures are implemented:

- a. The student shall be given oral or written notice of the charges against him/her; and
- b. If the student denies the charges, he/she be given an oral or written explanation of the facts which form the basis of the proposed suspension; and
- c. The student shall be given an opportunity to present his/her version of the incident before judgment is rendered. A student has the right to bring forward witnesses on his/her behalf.
- d. Prompt notification will be given to the parent/guardian or others having custodial care of the student, of the administrator's action, and the reasons for such action.

The Board authorizes the summary suspension of pupils by building principals for a period not to exceed ten days and by the superintendent for a period not to exceed ninety school days, provided such action is in accordance with due process and state statutes. A suspension by the building principal shall be

immediately reported to the superintendent who may revoke the suspension at any time. The student, his/her parents/guardians or others having custodial care of the student may appeal the principal's decision to suspend the student to the superintendent.

In case of a suspension of a student by the superintendent for a period of more than ten days, the student, his/her parents/guardians or others having custodial care, may appeal the decision of the superintendent to the board or to a committee of the Board appointed by the president of the Board, which shall have full authority to act in lieu of the full board.

9

Requests for appeal shall be in writing and filed with the secretary of the Board of Education. Upon the filing of the appeal, the suspension, as determined by the superintendent, shall be stayed until the Board or the committee of the Board renders its decision, unless in the judgment of the superintendent the pupil's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process. In such case, the judgment shall be immediately transmitted to the pupil and his/her parents/guardians or others having his/her custodial care and the pupil shall be immediately removed from school.

Upon the filing of a request for an appeal of the superintendent's decision to suspend for more than a period of ten days, the superintendent shall promptly transmit a written report to the board, indicating the facts relating to the suspension, the action taken by the superintendent and other administrative officials and the reasons for such action. The Board upon request shall grant a hearing to the appealing party. Legal Refs: SS 167.161-.171 R.S.Mo.

Procedures for Special Education - Special Education students should be as much as possible disciplined in the same manner as other students in the school district. Refer to Resource Guide on Special Education, Administrative Procedures, volume 1A, 1981, for additional guidelines concerning discipline of handicapped students.

#### COMPLAINT RESOLUTION PROCEDURE

The complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act (IASA).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with Lincoln County R-II School District Policy 1480 Public Complaints. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no

evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

10

#### DISCIPLINE POLICY

1. Truancy
  - First Offense - 1 Day of ISS
  - Second Offense - 3 Days of ISS
  - Third Offense - 3 Days of OSS
2. Tardies
  - Four tardies in a quarter - 1 day of ISS
  - Subsequent 4 tardies in a quarter - 1 day of ISS
3. Academic Dishonesty (Cheating)
  - First Offense - zero on test/assignment and 1 day ISS
4. Threats/Scuffling - no blows struck
  - First Offense - 1-3 days of ISS
  - Second Offense - 3-5 days of ISS
  - Third Offense - 3 days of OSS
5. Fighting
  - First Offense - 5 days of ISS/3 days of OSS
  - Second Offense - 3-5 days of OSS
  - Third Offense - 5 days of OSS
6. Stealing/Vandalism to Other Students Property
  - First Offense - 3 days of ISS
  - Second + Offense - 3-10 days OSS
7. Verbal/Non-verbal Harassment of other Students
  - First Offense - 1-3 days of ISS
  - Second Offense - 1-3 days of ISS
  - Third Offense - 3 days of OSS
8. Dress Code Violations
  - First Offense - Warning/change clothes item in violation
  - Second & Subsequent Offense - ISS
9. Disrespect towards Staff/Defiance
  - First Offense - 1-3 days of ISS/OSS
  - Second Offense - 3 days of ISS/OSS
  - Third Offense - 3-5 days of OSS
10. Class Disturbance
  - First Offense - Conference with Principal

Second Offense - 1 day of ISS  
Third Offense - 3 days of ISS  
Fourth Offense - 3 days of OSS

11. Vandalism to Staff Property

First Offense - 10 days of OSS ( restitution must be made before student is re-admitted to school) Second Offense - referral to Superintendent for a one semester expulsion

11

12. Vandalism to School Property (restitution must be made before student is re-admitted to school)

First Offense - 3-10 days of OSS  
Second Offense - 5-10 days of OSS  
Third Offense - 10 days of OSS

13. Nuisance Items (pointer lights, cell phones, headphones, CD players)

First Offense - confiscate - parents must pick up  
Second Offense - 1-3 days of ISS

14. Sexual Harassment - Verbal in nature

First Offense - 1-3 days of ISS  
Second Offense - 3 days of OSS  
Third Offense = 5 days of OSS

15. Sexual Harassment - Physical in nature

First Offense - 3 days of OSS  
Second Offense - 5 days of OSS  
Third Offense - 10 days of OSS

16. Possession/Use of Tobacco on School Grounds

First Offense - 3 days of ISS (possession), 3 days of OSS (use)  
Second Offense - 5 days of OSS  
Third Offense - 10 days of OSS

17. Possession/Use of Alcohol (includes coming to school under the influence)

First Offense - 5-10 days of OSS  
Second Offense - 10 days of OSS and referral to Superintendent

18. Assault

First Offense - 10 days of OSS (possible referral to Superintendent)

19. Possession/Use of Drugs (includes coming to school under the influence)

First Offense - 10 days of OSS and referral to the Superintendent  
Second Offense - Referral to Superintendent for 90 day Suspension  
Third Offense - Recommendation for expulsion.

When a student is suspected of being under the influence of drugs or alcohol on school property or at a school activity, the parents will be contacted and permission will be asked to give their child a drug screening test within 24 hours. The screening will be paid for by the school district and will be performed by a licensed professional. If permission is refused, then the student will be disciplined as if the test was positive. It will be recommended to the parents that their son or daughter be referred to a counselor. Students selling drugs or alcohol during the school day or at school activities will be expelled, turned over to the proper authorities and the school will request that charges be filed.

20. Bomb Threat/False Fire Alarm

First Offense - 10 days OSS and referral to Superintendent

## 21. Possession of a Firearm or Weapon on School Grounds

The term firearm includes, but is not limited to such items:

12

- a) Any item which is loaded or unloaded weapon, weapon frame, or weapon barrel and which is designed to, or may be readily converted to, expel a projectile by action of an explosive, or
- b) Any item which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of at least one-half inch in diameter, or
- c) Any explosive, incendiary, or poison gas, such as: bombs; grenades; rockets with a propellant charge of greater than four ounces; and other similar devices as recognized under federal law, or
- d) any combination of parts either designed to or intended for use in converting any device into a device as described in paragraphs above.

### Definition of Weapon

The term weapon shall mean a "firearm" as defined above, and shall also include the items listed below, which are defined as "weapons" in section 571.010, RSMo. Blackjack, cancelable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade knife, mace spray, any knife, regardless of blade length, items customarily used, or which can be used, to inflict injury upon another person or property.

First Offense - The District will refer the student to the appropriate criminal justice or juvenile delinquency system. Referral to Superintendent/Board of Education - one year suspension

from the date of the infraction, and may, at its discretion, expel the student from school permanently. This suspension provision may be modified on a case-by-case basis upon

recommendation of the Superintendent if the Superintendent determines that circumstances

justify such a modification.

## 22. Bus Problems

First Offense- Verbal warning/notification of parents/guardians

Second Offense - 3 days loss of bus riding privileges

Third Offense - 10 days loss of bus riding privileges

Fourth Offense - 20 days loss of bus riding privileges

Note: The principal reserves the right to modify discipline when necessary. When infractions warrant the first and/or second step may be skipped. Law enforcement and/or juvenile authorities will be contacted as necessary. "Disabled students" will be dealt with in accordance with State and Federal Laws.

## BUS REGULATIONS

Bus transportation is a school service. Students are responsible to the driver at all times and are expected to be courteous and considerate to other students. When buses are being loaded, pupils are to form separate lines for each bus. No student may board the bus except as directed by the driver. The following additional regulations must be observed by students at all times:

1. Pupils will load in designated places IMMEDIATELY after dismissal.
2. Loading and unloading of all pupils will be done on the North and East sides of the Ida W. Cannon School.
3. Bus routes will be established before the school year begins. Regular stops will be publicized and all students riding buses are expected to board and leave

the bus at a previously designated stop. Students should not request the driver to stop at other places unless their parents have already personally contacted the driver.

4. Eating and drinking of food items (including soda) are not allowed on school buses.

13

THE BUS DRIVERS ARE IN COMPLETE AUTHORITY OF PUPILS ON BUSES. STUDENTS MUST OBEY THE DRIVER PROMPTLY AND CHEERFULLY. THE DISTRICT IS NOT REQUIRED TO HAUL STUDENTS WHO WILL NOT OBEY THE BUS DRIVER.

#### STUDENTS:

1. Pupils must be on time, the bus cannot wait beyond its regular scheduled stop for those who are tardy.
2. Pupils must not at anytime extend arms or heads out the windows.
3. Pupils must be seated while the bus is moving.
4. Pupils must obey direction of the driver when leaving the bus.
5. Pupils who must cross the roadways should walk at least 10 feet in front of the bus and do not cross until the driver signals that they may do so.
6. Students should never stand in the roadway while waiting for the bus.
7. Unnecessary conversation with the driver is not allowed.
8. No horseplay or yelling is permitted.
9. Any damage to a bus must be reported to the driver. Students causing damage to school property will be required to pay for damages.

#### CORPORAL PUNISHMENT

Corporal Punishment may be used as a discipline measure at any level of discipline if determined to be appropriate as outlined in the Policies, Rules and Regulations of the Board of Education

#### OFF CAMPUS DISCIPLINE

Disciplinary measures may be taken for actions of students off campus and after regular school hours in the event that students' actions are connected with school personnel and/or other students. Actions may range from suspension to expulsion depending on the individual situation. All school rules and policies are in effect at school activities taking place at other locations.

#### INTERNET POLICY

The computer and network resources of the Elsberry R-II School District are provided as an educational tool for students. Their use is a privilege, not a right, and access can and will be denied to any student violating the terms of the policy. Terms and Conditions: a) students may not download copyrighted material. This includes, but is not limited to music, videos, and computer software. Such activities can result in criminal penalties and substantial fines. b) Students may not use email, chat, instant messaging, or any other means of communicating with individuals outside the Elsberry R-II district. Exceptions will be made only when such communication is for classroom purposes. In those cases, the Network administrator will assign the student a temporary email address to be used only for classroom purposes. c) Students may not use district resources for the purpose of financial gain. d) Students may not install software, or change system settings on district computers. e) Students may not use district resources to attempt unauthorized access to any other user account, computer, or network inside or outside of the Elsberry R-II district. Such activity can carry severe criminal penalties. f) Students may not use district resources to access material deemed inappropriate by the school board, administration, classroom teacher, or lab attendant. g) Each user is responsible for all activity that occurs through the use of his or her user

account. This includes selection and confidence of an appropriate password, and properly logging out when the user leaves the computer. Students who do not follow these guidelines may have their accounts disabled without warning. h) Personal files should be stored to the student's network drive (DriveJ:) or a floppy disk. Personal files stored on the hard drives of classroom or lab computers may be deleted at any time without warning.

14

#### IN-SCHOOL SUSPENSION (ISS)

Students will be assigned to In-School suspension as a minimum consequence for various discipline problems. Students assigned to ISS are to report directly to the BRAVES resource room when they arrive at school. Students assigned to ISS will work in the BRAVES resource room or an area assigned by the BRAVES staff. BRAVES staff members will be there to assist students with classroom work.

Students:

1. are expected bring with them all textbooks from their classes.
2. are expected bring paper, pencils, pens, etc. to complete their work.
3. will be given assignments from their teachers to complete during ISS.

Expectations:

1. Students will be productive in course assignments.
2. No food or drink of any type will be allowed in the ISS room.
3. ISS students will eat together in the lunchroom at a time assigned by the ISS teacher.
4. Students will be allowed one restroom break in the morning, lunch, and in the afternoon.
5. An unexcused tardy to ISS will add one full day ISS.
6. Any student who refuses assignment to ISS will be suspended 5 days OSS.
7. Permission of the instructor is the only way a student may leave their assigned seat.
8. Students are permitted to talk to the instructor only after being recognized by the instructor.
9. Assignments will be completed daily and returned to the classroom teacher for full credit.
10. Failure to comply with rules & regulations or the teacher's instruction will result in 5 days of OSS.
11. Time will be served the next day of student attendance after ISS is assigned.

#### AFTER-SCHOOL DETENTION (ASD)

Students may be assigned ASD by their teachers. Teachers will be responsible for administering ASD for the students they assign. Parents/guardians will be notified in advance before a student serves ASD. Parents/guardians are responsible for providing transportation home. ASD will last until 4:00 p.m.

#### SUSPENSION AND EXPULSION (OSS)

When conduct of a student has arrived at a point which warrants severe disciplinary action, the parent will be notified. Students under suspension are not allowed on school property at any time during the suspension (students who violate this will have their suspension extended).

Students who are given OSS will not be allowed to receive credit for work assigned and missed during their suspension time. This includes all assignments and tests. Assignments due on the day of the suspension will receive credit if they were assigned the previous day. Long term projects that are due during a

suspension will receive full credit. Students are encouraged to do work missed during the OSS.

Any student receiving OSS, parent/guardian must meet with the principal before they are reinstated.

If it is determined that a suspension (maximum of 10 days by principal and 90 days by the superintendent) is warranted, the student will be sent home. A written record of the suspension will be immediately sent to the parents, and a copy will be placed in the student's permanent record. Student's parents are to be notified of their right to a hearing before the school's suspending authorities, relative to reasons for such impending suspension. The power of permanent expulsion is reserved to the Board of Education. If a student is expelled, a letter will be placed in the student's permanent record. By Missouri law, notification of the opportunity to be heard before the Board of Education will be made to parents or

15

students eighteen years of age and older before a final expulsion is made. If a student is suspended at the end of the school year, and there is not sufficient number of days remaining in the school year for the student to complete his/her suspension, the student's suspension will continue through the next year until all suspension time is complete. In the event of this being an eight grader, they will not be allowed to attend end of the year activities which may include Graduation exercises.

#### ZEROS AREN'T PERMITTED

(ZAP)

The ZAP Program is designed to increase the expectation of those students who choose not to complete assignments. It is first and foremost an expectation of higher standards for our students by giving them an opportunity to complete assignments while still receiving some credit. Failing to turn in an assignment is a missed opportunity for the student to learn. Missed opportunities will be corrected by providing the student an extended learning opportunity in which to complete the assignment. The assignment will receive 80% of the graded score.

When a student does not turn in the assignment(s) on time the following consequences will occur:

1. The student will receive a ZAP form at the end of the class period.
2. The student must turn in the completed assignment prior to 8:15 a.m. in the students' 1st hour class the day after the ZAP is received.
3. If the student does not turn in the work by the designated period, the teacher forwards the ZAP form to Mr. Miller/BRAVES staff and someone from the BRAVES staff will call the student's home to inform them that the students will be staying for ZAP and the reason they are staying. The student is expected to stay that day after school for tutoring to complete the assignment. (The day after the ZAP form was given.)
4. If a student doesn't attend ZAP, they are assigned ISS, failure to attend ISS can lead to the student being suspended Out of School.

#### GRADING SYSTEM

The grading system consists of five step of marks; A, B, C, D, & F. Students should be encouraged by parents and teachers at all times to earn the highest marks possible in each subject so that his/her achievement will equal his/her ability to learn. Report cards will be given out approximately every nine weeks.

#### GRADING SCALE

100-95	A	76-73	C
94-90	A-	72-70	C-

89-87	B+	69-67	D+
86-83	B	66-63	D
82-80	B-	62-60	D-
79-77	C+	59-0	F

#### REPORT CARDS

Each student will receive a report card each quarter when all bills have been paid. This card is not to be returned.

16

#### DEFICIENCY REPORTS

Deficiency reports will be sent out between the fourth and fifth week of each quarter. This is not a formal grade report, but a communication tool to the parents/guardians as to know their child's academic deficiencies in a particular class. A parent-teacher conference is recommended when such a notice is issued for your child.

#### PROMOTION AND RETENTION

Promotions shall be made at the end of each school term. Excessive absences may result in the loss of credit or retention. Promotion may be withheld until all obligations to the school are met.

A fifth and sixth grade student must pass at least seven of the ten semesters of Reading, Language, Math, Science, and Social Studies in order to be passed to the sixth or seventh grade.

A seventh or eighth grade student must pass at least five of the eight semesters of Language, Math, Science, and Social Studies (core subject), unless they fail one more than one-half of the total semesters of the physical education and elective classes; in which case they will be required to pass six of the eight semesters of the core subjects.

#### HONOR ROLL

The Honor Roll consists of the "A" and "B" Honor Rolls. To be eligible for the "A" Honor Roll, a students must have a grade point average of 10.00 or higher. Students with a grade point average of 8.00 to 9.99 will be on the "B" Honor Roll.

#### GIFTED EDUCATION

Students in grades 5-8 are screened yearly for possible placement in the state-assisted gifted program known as the Advanced Learning Program (A.L.P.). The testing process consists of achievement and IQ tests, creativity assessments and teacher/parent creativity rating scales. Students who meet qualifications are placed in the program as space becomes available. While in the gifted education program, students will continue to develop critical and creative thinking skills, affective growth, research and communication skills commensurate with their abilities. The program will accommodate characteristics of this age group; specialization of strengths in content areas, emerging independence and changes accompanying adolescence.

#### TELEPHONE

During the school day, students will not be excused from class to make personal telephone calls. Incoming calls will be taken for students and the message delivered to the student. Only in an extreme emergency will a student be called

from class to answer a telephone call. Students must obtain permission from the office before using the telephone in the Middle School Office.

Middle School Office	898-5554, ext. 217
High School Office	898-5554, ext. 213
Elementary Office	898-5554, ext. 215
Superintendent's Office	898-5554, ext. 211
Nurse's Office	898-5554, ext. 242

#### MIDDLE SCHOOL OFFICE

The Middle School office is a place to transact school business. Students absentee slips are picked up here. All parents/guardians/visitors should report to the office when arriving at school. EVERYONE IS WELCOME. Office hours are from 8:00 a.m. until 3:30 p.m.

17

#### SCHOOL CANCELLATIONS

In the event that school needs to be closed due to inclement weather, equipment breakdown, or other unusual reasons, the public will be notified through the following:

Radio Stations: KWRE- AM 73, KZMN - FM 100.7

TV Stations: KSDK - Channel 5, KMOV - Channel 4, KTVI - Channel 2; Cable Channel 18

Please have an early dismissal procedure plan with you child in case the situation arises.

#### BUILDING HOURS

No student shall be allowed inside the building before 7:45 a.m. in the morning. Students arriving at school before 8:00 a.m. are to report directly to the Elementary gym. Students that wish to eat breakfast may report to the cafeteria at 7:45 a.m.

Students are not to be inside the building after 3:15 p.m. unless attending an athletic practice or school sponsored activity. Students that arrive at school in the morning are not to leave school grounds without checking out through the office.

#### SCHOOL PROPERTY AND PERSONAL PROPERTY

The school and surrounding property is public property, owned by the taxpayers and placed under the control of the school board. Students who destroy or vandalize school property will be required to pay for losses or damages. Many items, such as textbooks and lab materials, are loaned to you for your use in getting your education. If these items are lost or damaged while they are checked out to you, it is your responsibility to pay for their replacement.

Lockers and combinations are issued to students at the beginning of the year. Lock combinations are changed each year and the combination is issued only to the student who is responsible for his/her own locker and possessions. Each student is responsible for keeping their assigned locker clean both inside and outside. Any locker malfunction should be reported to the office. Lockers are the property of Elsberry School District and are subject to inspection by authorized school personnel.

#### SCHOOL DANCES/SOCIAL ACTIVITIES

Supervised school social activities are considered an important part of middle school life. Each activity will be assigned a faculty sponsor. The students,

working cooperatively with the sponsors and student council, shall be responsible for the activity. The following rules apply to all social activities.

1. All events, decorations, and other aspects of the activities must have the sponsor's approval.
2. Consideration in planning activities should be given to all students.
3. Only Elsberry Middle School students that are currently enrolled and in good standing and present in school at the time of the activity will be allowed to attend.

#### INTERSCHOLASTIC ATHLETIC PROGRAM

Any 7th or 8th grade student who meets the eligibility requirements may participate on the interscholastic sport teams. Before students have the privilege of competing in an interscholastic sport, they must meet the following requirements:

1. Be scholastically eligible
2. Be a good school and community citizen.
3. Be within the age requirements.

18

4. Be able to comply with all Elsberry District requirements regarding eligibility as well as meeting all MSHSAA requirements for eligibility.

Elsberry Middle School is a member of the MSHSAA and is subject to state rules and regulations regarding middle school sports. Any student who fails to meet these standards will not be allowed to represent our school. Any student who has an unacceptable academic record or has behavior problems may be denied the privilege of athletics.

#### MIDDLE SCHOOL ELIGIBILITY STANDARDS FOR EXTRACURRICULAR PARTICIPATION

Any student participating in the extracurricular programs must demonstrate those qualities which make up a good citizen. Students who receive a semester (F) in one or more subject may not participate in athletic, cheerleading or any extracurricular activity in which the student may represent the school for the following semester.

#### VISITORS

Visitors are asked to check into the office upon entering the Middle School. No school age children are allowed to visit anytime during school hours and activities, unless special permission is authorized by the school principal.

#### STUDENT VALUABLES

Students are cautioned not to bring large amounts of money, radios, cameras, or jewelry to school. Students that leave band instruments, book bags, or other items in the middle school office are responsible for their personal property. The Middle Office is not responsible for watching your personal items.

#### LOST AND FOUND

Articles found in and around school should be turned into the office where the owner may claim their property by identifying it. If it is not yours do not take it, turn it in.

#### AWARDS AND HONORS

An awards assembly will be held in late spring towards the conclusion of the school year. Parents are cordially invited to attend this end of the year activity.

#### BICYCLES

Students riding bicycles to school should park them at the bicycle rack by the elementary school entrance and lock them securely to the rack.

#### STUDENT TEXTBOOKS AND EQUIPMENT

Textbooks will be furnished free of charge to all students. Students are responsible for returning the textbooks assigned to them. Fines will be assessed to those students for lost or damaged books. Any book that is lost must be paid for before a new book is issued. Any equipment damaged by students because of carelessness must be repaired or replaced at student's expense. All fines and obligations must be paid before receiving a report card, diploma or having transcripts mailed.

19

#### NOON HOUR AND CAFETERIA

Elsberry Middle School operates under a closed campus and a closed lunch period. All students are to remain in the cafeteria during the lunch period. Sack lunches may be brought or food may be purchased in the school cafeteria. After eating, students must return trays, dinnerware and paper goods to the appropriate area. No food or drink is to be taken out of the cafeteria.

#### LIBRARY

The library is open from 8:00 a.m. to 3:30 p.m. daily. Library use is encouraged. Access to the library will be provided through classroom visits, study hall passes, and before and after school usage. The library will be used as a library only, and not as a study hall. If a student abuses the library, their privileges may be taken away from him/her. Rules set up by the librarian are to be observed at all time.

The Cannon School Library is open daily from 7:55 a.m. -3:30 p.m. The Cannon School library will be used by students in 5th and 6th grade.

#### RENAISSANCE PROGRAM

Each quarter there will be forms available for students to complete and a due date for them to be turned in. The information supplied by them will be verified in the office, and those qualifying will be invited to attend a special awards assembly each quarter (1st, 2nd, and 3rd). Those who do not qualify will remain in their classrooms during the assembly. Even if they qualify but do not fill out the form or turn it in on time, they will not be included in the assembly. Students may qualify for either the gold, red, or white card each quarter as well as any others that may apply to them. A separate form must be submitted for each category.

GOLD CARD - (Only A or A- quarter grades)

No more than 3 absences, no office referrals, no Saturday or ZAP detentions or mid-term deficiencies.

RED CARD - (10.0 -11.0 quarter grade average = A or A- average)

No more than 4 absences, no office referrals, no Saturday or ZAP detentions or mid-term deficiencies.

WHITE CARD - (8.0-9.99 quarter grade average = B+ or B average)

No more than 5 absences, no office referrals, no Saturday or ZAP detentions.

VIP (at least 1.0 grade point average increase from previous quarter)  
No office referrals, no Saturday or ZAP detentions

PERFECT ATTENDANCE

No unexcused tardies, no office referrals, a Saturday or ZAP detentions.  
Students must be in attendance for the entire day. An absence will be counted even if the student is gone for only one period of the day.

B.R.A.V.E.S. Program

Building Respect, Achievement, and Vision for Elsberry Students  
(A Safe Schools Program)

Students who need extra support achieving in school for either academic or behavior reasons are offered the opportunity to be referred to the BRAVES program. The BRAVES staff will provide extra support to help students function better in their classes. Students can be placed in the BRAVES resource room for part of a day, or all day to receive academic or behavior support with their regular class schedule. BRAVES staff

20

will also help monitor student progress and help students transition from the BRAVES program back to the regular classroom. Students are expected to actively and positively participate by completing academic work, attending school regularly, and following all rules as outlined in other portions of this handbook. Parents are also asked to actively participate in designing a plan to help their child be more successful at school. The goals of the BRAVES program are as follows:

1. Provide an environment to increase the student's success at school. This could be in the Resource room or a push-in program.
2. Use present curriculum to continue education. Teachers provide classroom lessons and assignments to be complete in the BRAVES resource room.
3. To provide training as needed to help ease the transition back to the regular classroom, including social skills training, mentoring, conflict resolution, study skills, or grade monitoring.
4. Refer students to appropriate community services and resources.

MIDDLE SCHOOL FACULTY & STAFF  
2004-2005

Mrs. Bange	School Nurse
Ms. Busiere	7th/8th Language Arts
Mrs. Bockhorst	Learning Disabilities
Mrs. Briscoe	7th/8th Librarian
Mr. Cleveland	ALP
Mrs. Collins	8th Grade Math/Computer
Ms. Crank	5th Grade
Mr. Creech	7th Math, Health/Athletic Director
Mrs. Evans	BRAVES' Aide
Mrs. Gibbs	7th/8th Science
Mrs. Hasemeier	7th/8th Social Studies
Mrs. Heras	5th/6th Music
Mrs. Heitman	5th Grade
Ms. Jackson	6th Grade
Mrs. Jones	Consumer Science
Mrs. Lagemann	BRAVES' Aide
Mrs. Lonsberry	Teacher's Aide

Mrs. Mayes	MS Secretary
Mrs. McCafferty	Title I
Mr. Miller	BRAVES Coordinator
Mrs. Morris	5th/6th Art
Mr. Nutter	Vocational Agriculture
Mrs. O'Brien	Learning Disabilities
Mr. Peine	7th/8th Art
Mr. Jason Ratcliff	MS Band
Mrs. Rockwell	6th Grade
Mrs. Ross	Teacher's Aide
Mrs. Roundtree	5th/6th Librarian
Mr. Scanlon	7th/8th Phys. Ed.

21

Ms. Schreiner	Learning Disabilities
Mrs. Spratt	Title I
Mrs. Wankel	MS Counselor
Ms. Wagner	6th Grade
Mr. Wells	BRAVES
Ms. York	7th/8th PE

TITLE IX/SECTION 504  
GRIEVANCE FORM

Date \_\_\_\_\_

Your name \_\_\_\_\_

Your school and/or position \_\_\_\_\_

Place where you may be reached \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Name of your grievance. (Please describe the policy or action you believe may be in violation of Title IX/Section 504 or other civil rights statute: Please identify any person(s) you believe may be responsible.)

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If other are affected by the possible violation, please give their names and/or positions:

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Please describe any corrective action you wish to see taken with regard to the possible violation. You may also provide other information relevant to this grievance.

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Signature

Date

Location

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Signature of Person Receiving Grievance

22

COURSE DESCRIPTIONS

7TH/8TH GRADE CLASSES

LANGUAGE ARTS

7th Grade-

Language Arts is a basic, cumulative study of reading, grammar, vocabulary building, and writing. Students will read and discuss a variety of literature, take weekly vocabulary quizzes, and write a number of varied papers which contain correct grammar and spelling. Students will learn the writing process and will begin to analyze written communication in new ways.

8th Grade -

Language Arts is the continued, more advanced study of reading, grammar, vocabulary building, and writing. Students will read and analyze literary and non-fiction works, take vocabulary quizzes, and write grammatically correct papers, including a well-researched, fully documented, and MLA-formatted thesis paper. Students will use the writing process and will create several projects to show their knowledge of the English Language, its varieties, and its uses.

MATH

7th Grade -

The focus of the 7th grade mathematics curriculum is to continue with students the review of addition, subtraction, multiplication, and division of whole numbers, decimals, and fractions; to continue to work with basic geometry (area, perimeter, etc.), ratios, proportions, and percents; to give students a basic understanding of pre-algebra equations and integers along with the metric system and customary measurements; and the use of problem solving with word problems.

8th Grade-

This course builds on mastering skills, problem solving, and critical thinking learned in grades six and seven. In addition, it also prepares students for an in-depth exploration of algebra and geometry. Students become familiar with integers and algebraic expressions, as well as receiving an introduction to solving and graphing equations.

Algebra -

This course is designed to furnish student with the algebraic skills necessary to progress through upper level mathematics courses. Eighth grade students may take this course if they have a B+ or A in seventh grade mathematics and teacher recommendation. For eighth grade students this does not count as a high school mathematics credit, but is accepted by colleges as one of the recommended mathematics classes.

SCIENCE

7th Grade -

Students will explore the interactions that occur among plants, animals and their environment (i.e. symbiotic relationships, environmental problems caused by humans as well as events leading to species extinction's). The diversity of living things and their scientific classification as they relate to Darwinian evolution and the mechanism of natural selection will be reviewed. Students will participate in scientific inquiries and use statistical procedures to evaluate experimental results. A short historical perspective of scientific

breakthrough and careers of the future will be incorporated into the text material. Genetics, the role of heredity, reproductive health and the development of human life from conception to birth will also be covered. In Physical science the following topics will be explored; the characteristics and properties of solutions, the concepts of force and motion, weather, the structure of the universe and movements of celestial bodies, and finally geology.

23

8th Grade -

Students will learn about the process of photosynthesis, transpiration and respiration that are common to all living organisms. Genetics, the role of heredity, reproductive health and the development of human life from conception to birth will also be covered. A short historical perspective on medical breakthroughs of the last century will be added to the text material. In Physical science the following will be explored; the Particle Theory of Matter, the roles of work and energy in the operation of simple machines and mechanical systems, and finally the characteristics of electricity, magnetism, sound and light.

SOCIAL STUDIES

7th Grade -

The first semester of 7th grade Social Studies course continues the study of World History from the Renaissance period to modern times. Emphasis is placed on geography and economics. The second semester covers civics and the development of the U.S. Constitution, including the rights and responsibilities of citizenship.

8th Grade -

This course traces U.S. History from pre-Columbian America to the end of Reconstruction in 1877. Using both a chronological and topical approach, it describes the events that led the United States to the eve of its status as a global industrial and military power. Emphasis will be placed on United States geography.

ACCELERATED LEARNING PROGRAM (ALP)

5th- 6th Grade-

In the gifted education program grades 1-6, students will acquire and demonstrate critical thinking skills, creative thinking skills, affective growth, research skills and communication skills. These skills are necessary to stimulate the intellectual and social development of gifted students and build a foundation for becoming responsible citizens and life-long learners.

7th -8th Grade-

In the gifted education program for grades 7-8, students will continue to develop and demonstrate critical and creative thinking skills, affective growth, research skills, and communication skills. The upper middle school program will accomplish this cognitive and affective development while accommodating characteristics of this age group; specialization of strengths in content areas, emerging independence, and changes accompanying adolescence.

7TH/8TH GRADE ELECTIVES

Art -

This is a general hands-on project class. Basic art skills will be developed around the elements and Principles of Design by reinforcement with actual class projects.

Band -

Performance of concert band and marching band literature in various musical styles. Work on all aspects of music fundamentals and instrumental techniques.

#### Computers -

The major component of the computer technology class is a general set of skills that support learning, personal productivity, decision making, and daily life. The curriculum consists of computer etiquette, ethics, and a study of copyright laws. Technical writing is incorporated into touch typing/keyboarding and word processing skill obtainment. Spreadsheets and databases are taught to complement the math curriculum. Students are introduced to drawing, painting, and desktop publishing. Students apply their

24

knowledge of computer skills in producing cookbooks, CD disc jackets, health booklets, etc. Multi media production is an area in which we are targeting improvement by the introduction of power point, digital photography, and the writing of student web pages. Students explore computer development, and technology news. They use research skills in applying the Internet to daily information gathering.

#### 7th Grade Exploring Agriculture -

Is a course that will get the student ready for 8th grade agriculture as well as Agriculture I. We will cover basic agriculture in aspects of plants and animals. Incorporating agriscience experiments in class will be an objective for the students also. The class informs the 7th grade students about agriculture and its impact on America. We will cover basic units on intro into agriculture, animals in society, breed identification, beef, swine, dairy production, and plants in our environment, products from agriculture, shop projects, agriculture safety and leadership building.

#### 8th Grade Intro to Agriculture Business/Natural Resources & Conservation -

Is a course that will get the student ready for Agriculture I. We will cover basic agriculture business and natural resources. Unit listings are as follows: programs of supervised agriculture experience (agriculture economics, income, expenses, and budgets), native wildlife & habitat, fisheries, native plants to Missouri, conservation and environment, native fungus, and incorporating agriscience experiments in and out of class. The students develop natural resource objectives by having hands on responsibility. Joining FFA is a requirement.

#### Health -

This course addresses understanding the human body, mental health, family and social health, drugs and communicable diseases.

#### Jazz Band -

Middle School Jazz Band is open to any 7th or 8th grade student with at least one year of band experience. The student must be in concert band in order to sign up for Jazz Band. Exceptions are rhythm section instruments (guitar, bass guitar, and piano): These students are admitted into the class by permission of the instructor through an audition only. The students will learn to improvise and play various types of Jazz music including swing, Latin, rock, blues, etc. Attendance at performances is mandatory.

#### Physical Education -

This course will cover several aspects of fitness and sport game activities. The physical education class will provide students with a program that is academic and that develops students in the cognitive, psychomotor, and affective domains. Students shall be introduced to a variety of physical activities to ensure that all students meet academic performance standards in skills common to survival, work, and leisure pursuits. Each student will be evaluated on participation, attitude, skills tests and written tests. Students shall have a full understanding and appreciation of why to be fit and how to be well for a happier, healthier lifestyle.

## TABLE OF CONTENTS

District Philosophy	1
District Mission Statement	1
District Goals	1
District Beliefs	1
School Calendar	2
Equal Education Opportunity	3
Non-Discrimination	3
Sexual Harassment	3-4
Attendance	4-5
Education Neglect & Truancy Policy	5-6
School Nurse/Medication	6
Dress Code	6-7
Students with Disabilities	7-8
General Conduct	8
Students Rights and Responsibilities	8-9
Due Process	9-10
Complaint Resolution Procedure	10
Discipline Policy	11-13
Bus Regulations	14
Corporal Punishment	13-14
Off Campus Discipline	14
Internet Policy	14
In-School Suspension	15
After School Detention	15
Out of School Suspension/Expulsion	15-16
ZAP Program	16
Grading System/Grading Scale/Report Cards	16
Deficiency Reports	17
Promotion and Retention Policy	17
Honor Roll	17
Gifted Education	17
Telephone	17
Middle School Office	17
School Cancellations	18
Building Hours	18
School and Personal Property	18
School Dances/Social Activities	18
Interscholastic Athletic Program/Eligibility Standards	18-19
Visitors/Student Valuables/Lost and Found	19
Awards and Honors	19
Bicycles	19
Student Textbooks and Equipment	19
Noon Hour and Cafeteria	20
Library, Renaissance Program	20
BRAVES Program	20-21
Faculty and Staff	21-22
Title IX/Section 504 Grievance Form	22

